

Reference Number: 200-08-DD

Title of Document: Travel Regulations

Date of Issue: April 1, 1988

Effective Date: April 1, 1988

Last Review Date: July 28, 2009 **REVISED**

Date of Last Revision: July 28, 2009

Applicability: All Employees and Commission Members of the South
Carolina Department of Disabilities and Special Needs

I. PURPOSE

This departmental directive establishes a uniform travel policy designed to achieve maximum economy in the performance of travel necessary when conducting official department business and to ensure the employees and commission members of the South Carolina Department of Disabilities and Special Needs (SCDDSN) are fairly reimbursed in accordance with state regulations.

II. APPLICABILITY

These procedures should be followed by all employees and commission members of the SC Department of Disabilities and Special Needs (SCDDSN).

III. POLICY

Travel should be reimbursed for allowable items and up to the amounts allowed by state law unless the State Director has established a more restrictive limit. The current regulations can be found in Section 1.7 of the SCDDSN Finance Manual.

Claims for travel reimbursements should be submitted using the official SCDDSN form "DEV Travel Support Document". DEV reimbursement claims should be approved by the employee's immediate supervisor before forwarding for processing.

A hotel bill for an employee on official agency business may be submitted directly to SCDDSN if prior approval is obtained from the hotel in advance of the stay. The agreement by the hotel to accept an agency purchase order constitutes prior agreement. It is the responsibility of regional purchasing officials to obtain a hotel's agreement prior to issuing a purchase order. Hotel reservations should be made in accordance with Section 1.7.5 of the SCDDSN Finance Manual.

If agency approved travel includes the expenses of airline tickets and hotel/lodging, these purchases may be made using a state purchasing card. The guidelines to be followed for such purchases can be found in Sections 1.7 and 3.37 of the SCDDSN Finance Manual.

All overnight travel requires the prior approval of the State Director or Deputy State Director of Administration. Requests for overnight travel should be made on the official SCDDSN form "Permission for Travel" and in accordance with the instructions found in Section 1.7.5 of the SCDDSN Finance Manual.


Advance payment for travel and subsistence should be made only under exceptional circumstances and upon the approval of the State Director. Approval must be consistent with Budget and Control Board rules and regulations.

Deputy State Director, Administration
(Originator)

State Director
(Approved)

MEMORANDUM

August 3, 2009

TO: Official Distribution
FROM: Martin K. Taylor, CPA 
Director of Finance
RE: Revision of 200-08-DD

Departmental Directive 200-08-DD, *Travel Regulations*, has been revised to include procurement card instructions. Names and titles have also been updated.

The official review period for comments will end on 8/31/09. Please direct your comments, if any, to me by one of the means of communication listed below:

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